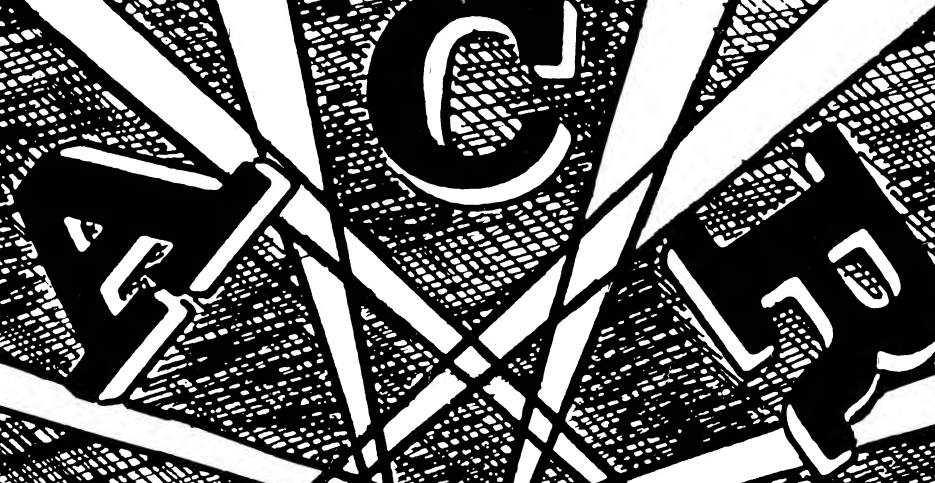


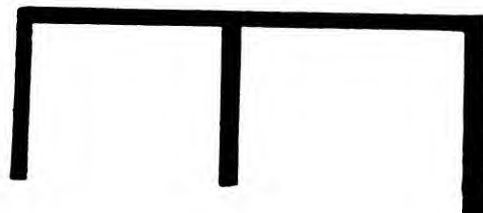


A
POINT OF \$ALE
PROGRAM

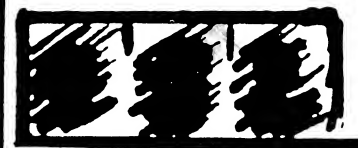
FOR THE ATARI 800*
(c) COPYRIGHT 1982
BY MARK A. KROENLEIN



CASH REGISTER
SALES INVOICING
INVENTORY CONTROL
COST AVERAGING



HIGH
COUNTRY
MICROSYSTEMS
P.O. BOX 21147
DENVER,
CO 80221



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ACR: A POINT OF SALE PROGRAM

&

CASH REGISTER

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ACR: A POINT OF SALE PROGRAM

&

CASH REGISTER

ACR was designed and written to provide a means of automating the main functions necessary for the operation of a small retail or wholesale business. The program's major purpose is to provide a comprehensive method of controlling inventory movements and for measuring buying trends. I feel that by providing a program of this nature for the Atari Computer, you can make what was considered to be just a toy, a useful business tool, at a very low cost.

ACR can be used to control an inventory of 300 or 700 different items, depending on the version you are using. ACR provides you and/or the customer with a descriptive and comprehensive cash receipt or invoice. ACR will maintain and update daily, monthly and year-to-date records, thus providing automated maintenance of bookkeeping records.

Minimum system requirements:

ATARI 800, 1 disk drive, 40 and/or 80 col. printer

32K RAM for 350 inventory items

48K RAM for 700 inventory items

Both versions provide 1 or 2 drive capabilities

LIMITED WARRANTY

This software product and the attached instructional materials are sold "AS IS," without warranty as to their performance. The entire risk as to the quality and performance of the computer software program is assumed by the user. The user, and not the manufacturer, distributor or retailer assumes the entire cost of all necessary service or repair to the computer software program.

However, to the original purchaser only, HCMS warrants that the medium on which the program is recorded will be free of defects in materials and faulty workmanship under normal use and service for a period of (90) days from the date of purchase. If during this period a defect in the medium occurs, the medium may be returned to HCMS or to an authorized HCMS dealer, and HCMS will replace or repair the medium at HCMS's OPTION without charge to you. Your sole and exclusive remedy in the event of a defect is expressly limited to replacement or repair of the medium, as provided above. To provide proof that you are the original purchaser, please complete the enclosed warranty card and mail to HCMS.

If failure of the medium, in the judgement of HCMS, resulted from accident, abuse or misapplication of the medium, then HCMS have no responsibility to replace or repair the medium, under the terms of the warranty.

MAKING A WORK DISK

We assume you're familiar with the operations of the ATARI 800 and disk drives. If you are not, we recommend that you read the operator manuals provided with the hardware.

We strongly urge you to make a copy of the original diskette before proceeding any further. Follow the procedures outlined below to do this.

First boot your system with a diskette with DOS 2.0S on it. After system has booted you should see a ready prompt on the screen, type DOS and press <RETURN>. Select [I] and press <RETURN> to format a blank disk. If you are unfamiliar with these procedures, we recommend you refer to the disk operating system manual. After you have formatted a blank diskette then type [J]DUPLICATE DISK to make a copy of the program disk. (NOTE: Do not use duplicate files option, also be sure you duplicate the right version of the ACR program disk). Side #1 is for systems with 48K of RAM, Side #2 is for systems with 32K of RAM.

ACR requires, depending on program version, either 32K memory, or 48K memory, BASIC language cartridge, 1 or 2 Disk Drives and a 40 or 80 col. printer.

We also, strongly urge you to back up your data disk at the end of each day, to prevent any loss of information.

HELPFUL NOTE:

While using ACR, if you're not sure whether to press <RETURN>, after you answer a question. Look at the question, if a [?] question mark is present at the end of the question. You should follow your answer with a <RETURN>.

GETTING STARTED:

INITIALIZE SYSTEM

Be sure your program work disk is in drive #1. If you are using two drives, insert into drive #2, a blank diskette and be sure a basic cartridge is inserted into left computer slot. Turn your computer on.

When the program has finished loading, you should see on the screen;

Rel.:2.4
[ENTER TODAYS DATE]
[RETURN] FOR SAME DATE
(MMDDYY)
?[]

If not, then turn your computer off, and reboot the system.

You are asked to enter the date. You are allowed up to 10 spaces to do so. You may enter this in the form you prefer (e.g. NOV.16,'82, 11/16/82, 1/3/83), press <RETURN>. Next you will be asked to verify if the date you typed in is correct. Type 'Y' for yes or 'N' for no, press <RETURN>.

In a few seconds you will see on the screen;

A C R CASH REGISTER

1. CASH REGISTER
2. INVOICING
3. STORE MGR.
4. QUIT

ENTER A NUMBER

At this point you should select #3 which will load the STORE MANAGER segment of A C R. You should now see on the screen;

A C R MANAGEMENT

1. REPORTS
2. EDIT FILES
3. INIT. FILES
4. EDIT CO. INDEX
5. PURGE YTD
6. ORDER / RECV.
7. EXIT

ENTER A NUMBER

Now, select #3 to initialize the system. You should now see on the screen;

A C R MAINTENANCE

1. INIT. SYSTEM
2. MERGE FILES
3. FORMAT DISK
4. BACK UP DISK
5. EXIT

ENTER A NUMBER

If you have not already formatted your blank data disk, press #3 in order to do this. You will be asked, [WHICH DRIVE # TO FORMAT:]. You would type in 1 or 2 and press <RETURN>. Next you will be asked to, [TYPE 'Y' TO FORMAT DISK # (?)]. At this point, if you've decided not to format this diskette, then back out by entering a 'N' or pressing <RETURN>. Otherwise, type a 'Y' and press <RETURN>. This will take approximately 1 minute.

If you are not initializing a new system, then you should precede to the next section labeled MERGING FILES. Now, press #1 to initialize the system. Answer the next prompt by typing 'Y' and press <RETURN>. Type an 'N' if you wish to back out of this portion. Next you will be asked to, [INPUT DATA DRIVE # :], type a 1 or 2, depending upon whether you have a single or dual drive system. [CAUTION: Be absolutely positive you have inserted a blank disk in the drive # you entered]! Press <RETURN> when you are ready to proceed. Sit back and relax, this will take about 3 or 4 minutes. Don't go away.

NOTE: if you experience any problem while setting up the records, you will be returned to the menu before the program has finished. This means that either the blank disk you are using is bad, you forgot to format the disk, or your disk drive might be in need of servicing. You should try a new diskette and follow the above procedures several times before determining that your drive is the problem.

After the records have been initialized follow screen prompt to insert program diskette into drive # [1], press <RETURN>. You should see the menu on screen. At this point you are ready to move on to bigger and better things, but first we will take a look at the rest of the selections not covered before on the menu.

MERGING FILES

Select #2 from the menu, you will be asked, [ARE YOU CHANGING FROM (350) ITEMS TO (700) ITEMS ?]. This feature is used to convert from an existing 350 item data diskette to a 700 item data diskette. (e.g. if you were operating a 32K version of A C R, and now are able to operate the 48K version). This feature would be used to make the conversion without requiring that all previous records be reentered.

You would now type a 'Y' if this is what you want to do, otherwise answer by typing a 'N' and press <RETURN>. If you answer 'N' the program will allow you to convert from a previous version of A C R to this version. (NOTE: If you are doing conversions, you are strongly urged to run this latter option to insure that the new record index is right, also run the repair index of the edit files program to insure that all parts or inventory is still recognized.)

Next you will be prompted to, [ENTER DATA DRIVE # :?]. Type in as before a 1 or

2 and press <RETURN>. After the program is finished, you will be prompted to insert your program diskette, do so and press <RETURN>.

BACK UP DISK

By selecting #4, you will be requested to insert your DOS 2.0S master diskette into drive #1. This means that you need to insert the diskette that was supplied with your disk drive, or a diskette that has DOS 2.0S on it. Do so and press 'D'. (NOTE: The version of DOS should be version 2.0S, because all Atari DOS is not compatible with each other).

After the DOS menu is on the screen, follow the procedures outlined in MAKING A WORK DISK section.

EXIT

This selection is self explanatory. By selecting #5 will simply bring you back to the A C R management menu.

COMPANY INDEX

Press #4 to enter or edit your your companys information and to customize A C R to your particular needs. After the program has loaded, you will be asked to enter your company name. Do so and press <RETURN>. Answer each prompt and press <RETURN>. When your asked for your states sale tax, you would type as n.n, (e.g. 6.5% as 6.5). If your state does not have a sale tax, you may bypass this feature by typing 0.0 and pressing <RETURN>. Next you will be asked for a starting invoice number. The number you enter would be the number before the actual number you want to start at. (e.g. if your starting number is 1000, then you would enter 999). Next you will be asked for a data drive #. You would enter as before 1 or 2. This gives you the option to operate 1 or 2 disk drives in your sytem configuration. Next you will be asked for system password. You can enter any alphanumeric, numeric or combination up to (5) spaces long. Be sure you make a note of the password you choose, as you will not be able to access this portion of A C R without it. If you

choose not to utilize the password capability, then just press <RETURN> to the prompt.

Next, check the information you have typed in, if it's OK then press 'Y' to the question, [ARE ENTRIES CORRECT:], if not then press 'N' and reenter all information again.

EDITING COMPANY INDEX

To edit any of the information you typed in for your company, as you run this program again, it will display on the screen the current company index. To change something, you would answer the question, [DO YOU WANT TO CHANGE ANYTHING :] by pressing 'Y'. You will be asked for the information again starting with the company name. Just press <RETURN> for the information you wish kept the same, until you come to the part you want to change. Then continue until you are asked if the entries are correct. In all cases you must reenter the tax and data drive #.

NOTE: If you prefer not to calculate taxes on the actual sales or if your taxing structure is variable. You could calculate each individual items sales tax and enter it as part of the list price.

ADD/EDIT/LIST INVENTORY:

Press '2'. You will now see the Inventory Menu. As you haven't entered any records yet, select '1' to start adding inventory. As your inventory records increase, this will take a little longer as the program will be searching for the next available space. The program will always add to the end of the file except when you've deleted a record, in which case, it will fill the vacant spot first.

You'll now be asked for an Item #. You may type in any # or code you wish, press <RETURN>.

(NOTE: DO NOT USE 0 FOR YOUR FIRST #, as the program will look for a 0 in that position to add to the file in the future.

Now the program will search for that #. If the # already exists, then it will not

let you enter it again. If the # does not exist, then you will be asked for a description. You are allowed up to 20 spaces in which to complete this. If you were to type in more than 20 characters, the 21st will be left off, so, KEEP THIS IN MIND. Press <RETURN>.

QOH(quantity on hand):

Type the amount you have in stock. Press <RETURN>

QOO(quantity on order):

Type the amount you have on order. Press <RETURN>

SALE PRICE:

This is an important item as the program uses this value to keep track of Gross Profits. You may enter a whole dollar amount without a decimal point. Type in amount. Press <RETURN>

COST:

Cost is also very important as this value is used for COST AVERAGING. Type in amount. Press <RETURN>

REORDER:

This is the quantity in stock before reordering. Type in a # from 1 to 9999 and press <RETURN>

Now, you'll be asked if the record is correct Y/N. If there are no mistakes, type 'Y', press <RETURN>.

You'll now be asked for another item # or END to exit. If you want to enter more items, go ahead and do so at this time. Follow the same procedures or type END to exit. Press <RETURN>

Now type 'END' and press <RETURN>. You should now be looking at the menu on the screen.

EDIT/LIST:

Type '2', press <RETURN>. Next you will see on the screen [ITEM # or 'END' to exit], here you will type in the item # you just entered in the add program and press <RETURN>. You should now, see on the screen, the item you entered before with all

the information you typed. At the bottom of the screen you should see,

(F)FORWARD (B)BACKWARD
(C)CHANGE (D)DELETE
(E)EXIT

SELECT >>>

(F)forward:

Is just that, by selecting 'F' and pressing <RETURN> you will be able to view or edit the next or higher record in your inventory file.

(B)backward:

Just the opposite of (F)forward.

(C)change:

By selecting 'C' and pressing <RETURN>, the program will allow you to change or update the record being viewed on the screen. Starting with the item # or code #, the program will step through each entry of the record that can be changed. By just pressing <RETURN> at the prompt, will allow you to step through, without changing any information, until you get to the part you want to change. After you have made the changes to the record, answer the question [Are you finished] by typing a 'Y' or 'N' and press <RETURN>. The changes you made will now be changed on the data diskette. The record will be displayed on the screen showing your changes.

(D)delete:

This selection is to erase the record that is being viewed on the screen. After typing 'D' and pressing <RETURN>, you will be asked [Are you sure], this will allow you to back out, in case you typed 'D' by mistake. Answer this question with a 'Y' for yes and 'N' for no, press <RETURN>.

Now type 'E' to exit. You will be prompted for an item number or 'END to exit, this will allow you to enter another part number. This feature allows you to be able to jump around in the files instead of paging through the files.

Now type 'E' and <RETURN> to exit edit program. The next option is '4' for inventory print.

INVENTORY PRINT:

This option will provide you with a printout of all inventory items in the file.

Now type '3' and press <RETURN>. This will put you back at the Store Mgr. Menu. Press '4' for program main menu.

REPAIR INDEX

If you experience any problems, such as the program telling you an item does not exist, and in fact it does exist, you could have experienced a problem during inventory updating, (e.g. power failure, bad disk drive or any other problem that might cause this). This option will enable you to repair the part index, which could save undo reentry of all your records.

Type #3 to exit and press <RETURN>. This will put you back at the A C R MANAGEMENT menu.

PURGE YTD

This selection should only be used at the end of the fiscal year. It will 0 out all cummalative or year-to-date totals. By selecting this option, you may also review your year-to-date \$ total.

ORDER / RECV.

[O]rdering

[R]eceiving

[E]xit

ORDERING

Type 'O' and press <RETURN>. Next you will be asked [ARE YOU USING A PRINTER Y/N] answer by typing either a 'Y' for yes, or 'N' for no. Type 'N' and press <RETURN>. Next you will be asked to enter an item # or 'E' to exit. At this

time, type an item # that you entered before and press <RETURN>. The program will now search the file for that number or code, and display it on the screen. The program will ask if [this is the correct record]. Answer by typing 'Y' for yes, 'N' for no and press <RETURN>. If you answered yes, you will then be asked for [quantity ordering]. Type a number and press <RETURN>. Now you will be asked for your cost on that item. Type in an amount and press <RETURN>. You may just press <RETURN> for price displayed on the screen. Now type 'E' to exit.

RECEIVING

Type 'R' and press <RETURN>. You will again be asked if you are using a printer. I'll leave the decision to you this time, but be sure to turn your printer on, if it is not already on. The receiving program works the same way the ordering program works, except you are receiving instead of ordering. When you are entering the cost of the item, be as precise as possible, as this is the cost that calculates average cost. After you have finished, type 'E' to exit. Now type again 'E' to exit RECEIVING/ORDERING.

If you are using your 80 col. printer during the use of this program, it would produce you a purchase order or receiving record respectively.

REPORTS

Press #1, this will run the report generating program. After the program has loaded you will see on the screen;

REPORT GENERATOR

- 1) - PRICE/CHECK LIST
- 2) - INVENTORY VALUE REPORT
- 3) - CUST. / VENDER / REORDER REPORT
- 4) - TURN REPORT / O OUT

PRICE / CHECK LIST

This option provides you with a printed copy of your inventory. It also, provides you with list prices and a means of checking your physical inventory level per item.

INVENTORY VALUE REPORT

This report provides you with a printed copy of your inventory records, plus current costs and average costs. It will also, provide you with a total inventory value according to current costs.

ORDER REPORT

This report consist of all inventory items that are currently on order and on customer back order. It also gives a total for cash required to fill all orders. It does not total cash requirements for items to be reordered, but will provide you with the quantity you are under stock.

TURN REPORT / 0 - OUT

This option should only be used at the end of a period or month. It provides a print out of all items sold during the period and quantity sold of each. It will print the total gross profits, (according to list prices) and cost of goods sold. It will also, print a break down of all revenue collected during the period and year-to-date totals. It will 0 out all item turn quantities and period totals. NOTE: if you want to inquire on how an item is moving, you should run the EDIT FILES option from the A C R MANAGEMENT menu. Select #2 for edit inventory records and enter the item you wish to inquire on.

Now type #5 to exit,press <RETURN>. Press #7 to exit from the A C R MANAGEMENT menu. You will now see on the screen the A C R CASH REGISTER menu. Press #1 to run the cash register program. After the program has loaded, depending on if your using 1 drive or not, you will be instructed to insert your data diskette. Do so and press <RETURN>.

CASH REGISTER

This program was designed for over-the-counter purchases, it maintains an inventory control plus produces a descriptive 40 col cash receipt. You might want to run 2 copy paper if you want a backup record of each sale.

Now we will run through a days sales. We will only use one example of each function for our demonstration. In a few seconds, depending on how large your inventory file is, you will be asked [IS THIS THE START OF THE DAY Y/N]. You would type a 'Y' for the beginnig of the day, 'N' during the day. Press <RETURN>. Next you should see the "ACR SELECTION SCREEN". Notice at the bottom of the screen you should see:

```
(X)exit    (S)sale
(P)paid out (I)inquiry
(R)return goods
SELECT >>>
```

(S)sale:

Type 'S' and press <RETURN>, now you see on the the screen:

```
Type [return] to end the day
Type 0 to exit
Type salesperson # :
```

The prompt will be at salesperson #. (NOTE: salesperson # must be a numeric entry between 1 and 9999). Type a # and press <RETURN>. If you didn't turn your printer on you will be reminded of this now. Printer is optional at this point. Now you should be asked for an item #. Type a # you previously entered into inventory. Press <RETURN>. The program will now search the file for that item #. If the item exists, then by this time the screen should be displaying the record. The prompt should be at the QTY(quantity) position. This is the quantity that you are selling. You may just press <RETURN> without typing a number, and the program will default

to a "1". The prompt should now be at the PRICE EA. position. Type in the amount you are selling the item for, or just press <RETURN> for the price displayed on the screen. (NOTE: the program calculates gross profits on the price displayed). After pressing return the QTY selling will be subtracted from the qty. in stock. Now you will be asked to enter another item #, this will allow you to add as many items to a transaction as you want to. For our demonstration just press <RETURN>, this will end the sale. You will now be asked if the sale is taxable (Y/N). Type 'Y' and press <RETURN>. The program will now calculate amount of sales tax and total sale. Next you will be asked for the amount tendered, this is the amount the customer is giving you for the transaction. You may type the amount in, or just press <RETURN> for the total sale amount displayed on the screen. Next you will be asked for the TERMS, this is to enter the payment method, (EXAMPLES ARE: CK.#, VISA, M.C. or NET 10). You have up to 10 spaces to use for this. You may just press <RETURN> if payment method is 'CASH'. The program will now update all daily totals and finish printing the receipt. You should be back at the place we started our sale. This time type '0' and press <RETURN>.

(P)PAID OUT:

Type 'P' and press <RETURN>. You will be asked [IS THIS AN OVERRING], answer by typing a 'Y' for yes, 'N' for no and press <RETURN>. Type a 'Y' and press <RETURN>. Next you will be asked [AMT. OF OVERRING], type an amount and press <RETURN>. Next you will be asked [AMT. OF TAX], if you type a zero, the program will deduct the amt. of the overring from the nontaxable sales total. Otherwise the taxable sales total will be dealt with. Next you will be asked [if you want a hard copy]. Answer by typing 'N'.

PAID OUT (NON-OVERRING)

If you were paying for something directly from the cash drawer you would answer by typing 'N' for no to the the question, [IS THIS AN OVERRING Y/N]. Then follow screen prompts. Now you should be back at the 'SELECTION SCREEN'.

(I) INQUIRY:

Type 'I' and press <RETURN>. You should now see the inquiry menu:

- (1)DAYS TOTALS
- (2)INVENTORY

(3)PERIOD TOTALS

(4)EXIT

(1)days totals:

Press '1' for days totals. The screen should now display the days totals so far. Press the space bar.

(2)inventory

Press '2' for an inquiry on an inventory item. You should be asked to enter an item # or 'E' to exit. If you would like to see what this does, type in an item # and press <RETURN>, otherwise type 'E' and press <RETURN>.

(3)period totals:

To get a period or monthly totals you would press '3'. This will give you totals for the month excluding the present day. Now press '4' to exit.

RETURN GOODS

This option is provided for a customer returning goods they have purchased. Type 'R' and press <RETURN>, you will be asked to, [ENTER ITEM # OR 'E' TO EXIT ?]. Do so and press <RETURN>. That inventory item should now be displayed on the screen. You are now asked, [HOW MANY ARE BEING RETURNED ?]. Type in the quantity and press <RETURN>.

As this portion will not deduct any dollar totals from your daily or monthly totals. It is suggested that you select the PAIDOUT option and type in a paid out, stating what for. This is so you would have a record of the transaction to file.

You should now be back at the selection screen. Next we will end the day.

ENDING THE DAY

Type 'S' and <RETURN>. This time, instead of typing a salesperson #, just press <RETURN>. You will hear a noise and be asked, [ARE YOU ENDING THE DAY]. In case you press <RETURN> by mistake, pressing 'N' will allow you to back out. Be sure your printer is ready to print. Now press 'Y' for yes. The program will now update period or monthly totals and Year to Date totals, then provide you with a

printout of the days totals to file or whatever. Next you will see on the screen, [PRESS ANY KEY TO END THE PROGRAM]. By doing so the computer will run the main menu. You can now select #4 to quit, then turn off your computer and go home for evening.

NOTE: you should always exit A C R properly before turning the system off at any time. This is to insure that you do not damage any data that is on the diskette.

GOOD LUCK

INVOICING...

This program was designed for wholesale or mail order purchases, it maintains an inventory control plus produces a descriptive 80 col invoice. You might want to run 2 copy paper if you want a backup record of each sale.

Invoicing operates the same way the cash register does, with the exception of a few added features to make the program operate more efficiently, so if your tired of reading and can't wait to get started, then you can skip this section. You can always refer back to this section if need be.

Now we will run through a days sales. We will only use one example of each function for our demonstration. In a few seconds, depending on how large your inventory file is, you will be asked [IS THIS THE START OF THE DAY Y/N]. You would type a 'Y' for the beginnig of the day, 'N' during the day. Press <RETURN>. Next you should see the "ACR SELECTION SCREEN". Notice at the bottom of the screen you should see:

```
(X)exit   (S)sale
(P)paid out (I)inquiry
(R)return goods
SELECT >>>
```

(S)sale:

Type 'S' and press <RETURN>, now you see on the the screen:

```
Type [return] to end the day
Type 0 to exit
Type salesperson # :
```

The prompt will be at salesperson #. (NOTE: salesperson # must be a numeric entry between 1 and 9999). Type a # and press <RETURN>. Follow screen prompts for entering customer information or just press <RETURN>, if no information is

wanted. If you didn't turn your printer on you will be reminded of this now. Printer is optional at this point. Now you should be asked for an item #. Type a # you previously entered into inventory. Press <RETURN>. The program will now search the file for that item #. If the item exists, then by this time the screen should be displaying the record. The prompt should be at the QTY(quantity) position. This is the quantity that you are selling. You may just press <RETURN> without typing a number, and the program will default to a "1". The prompt should now be at the PRICE EA. position. Type in the amount you are selling the item for, or just press <RETURN> for the price displayed on the screen. (NOTE: the program calculates gross profits on the price displayed). After pressing return the QTY selling will be subtracted from the qty. in stock. Now you will be asked to enter another item #, this will allow you to add as many items to a transaction as you want to. For our demonstration just press <RETURN>, this will end the sale. You will now be asked if the sale is taxable (Y/N). Type 'Y' and press <RETURN>. Next you will be asked to enter an amount for shipping charge, you can just press <RETURN> if there is no shipping charge. Otherwise enter amount and press <RETURN>. The program will now calculate amount of sales tax and total sale. Next you will be asked for the amount tendered, this is the amount the customer is giving you for the transaction. You may type the amount in, or just press <RETURN> for the total sale amount displayed on the screen. Next you will be asked for the TERMS, this is to enter the payment method, (EXAMPLES ARE: CK.#, VISA, M.C. or NET 10). You have up to 10 spaces to use for this. You may just press <RETURN> if payment method is 'CASH'. The program will now update all daily totals and finish printing the receipt. You should be back at the place we started our sale. This time type '0' and press <RETURN>.

(P)PAID OUT:

Type 'P' and press <RETURN>. You will be asked [IS THIS AN OVERRING], answer by typing a 'Y' for yes, 'N' for no and press <RETURN>. Type a 'Y' and press <RETURN>. Next you will be asked [AMT. OF OVERRING], type an amount and press <RETURN>. Next you will be asked [AMT. OF TAX], if you type a zero, the program will deduct the amt. of the overring from the nontaxable sales total. Otherwise the taxable sales total will be dealt with. Next you will be asked [if you want a hard copy]. Answer by typing 'N'.

PAID OUT (NON-OVERRING)

If you were paying for something directly from the cash drawer you would answer by typing 'N' for no to the the question, [IS THIS AN OVERRING Y/N]. Then follow screen prompts. Now you should be back at the 'SELECTION SCREEN'.

(I) INQUIRY:

Type 'I' and press <RETURN>. You should now see the inquiry menu:

- (1) DAYS TOTALS
- (2) INVENTORY
- (3) PERIOD TOTALS
- (4) EXIT

(1) days totals:

Press '1' for days totals. The screen should now display the days totals so far. Press the space bar.

(2) inventory

Press '2' for an inquiry on an inventory item. You should be asked to enter an item # or 'E' to exit. If you would like to see what this does, type in an item # and press <RETURN>, otherwise type 'E' and press <RETURN>.

(3) period totals:

To get a period or monthly totals you would press '3'. This will give you totals for the month excluding the present day. Now press '4' to exit.

RETURN GOODS

This option is provided for a customer returning goods they have purchased. Type 'R' and press <RETURN>, you will be asked to, [ENTER ITEM # OR 'E' TO EXIT ?]. Do so and press <RETURN>. That inventory item should now be displayed on the screen. You are now asked, [HOW MANY ARE BEING RETURNED ?]. Type in the quantity and press <RETURN>.

As this portion will not deduct any dollar totals from your daily or monthly totals. It is suggested that you select the PAIDOUT option and type in a paid out, stating what for. This is so you would have a record of the transaction to file.

You should now be back at the selection screen. Next we will end the day.

ENDING THE DAY

Type 'S' and <RETURN>. This time, instead of typing a salesperson #, just press <RETURN>. You will hear a noise and be asked, [ARE YOU ENDING THE DAY]. In case you press <RETURN> by mistake, pressing 'N' will allow you to back out. Be sure your printer is ready to print. Now press 'Y' for yes. The program will now update period or monthly totals and Year to Date totals, then provide you with a printout of the days totals to file or whatever. Next you will see on the screen, [PRESS ANY KEY TO END THE PROGRAM]. By doing so the computer will run the main menu. You can now select #4 to quit, then turn off your computer and go home for evening.

NOTE: you should always exit A C R properly before turning the system off at any time. This is to insure that you do not damage any data that is on the diskette.

GOOD LUCK

PROGRAM CUSTOMIZATION

We have provided a disk directory of the programs most used in ACR. A complete description of each program's function has also been included below. It is highly recommended that a qualified person do the customizing.

You should load each program listed below one at a time, and make a printed copy of the program listings;

NOTE: Listings are exactly as they appear on the disk directory.

1) **ACR** - This program is the main cash register, used in daily transactions. (40 col. cash receipts)

2) **SALE.BAS** - This program is the main invoicing, used in daily transactions. (80 col. invoices)

3) **INVADD** - This program is used to maintain the inventory file itself.

4) **RECORDER.BAS** - This program is used for maintaining receiving and ordering records. This program also produces printed purchase orders and receiving records.

5) **INVPRINT** - This program is used for printing and generating activity reports, also used for ending sales periods.

6) **HEADER.BAS** - Used for recording and editing company index.

Remember ATARI BASIC expertise is required to change or customize the programs.

You should contact HCMS for further information, or if any problems should arise.

WARRANTY CARD

Program:_____Serial Number:_____

Name:_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____

Date Purchased:_____Store:_____

Comments:_____

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High Country Micro Systems
P.O. Box 21147
Denver, Colo. 80221

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(303) 427-9036

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